



**Proposal submission procedure:  
EXPRESS CALL TO FUND RESEARCH ON COVID-19**

Proposals must be submitted electronically via the Electronic Platform of Public Administration Service, hereinafter referred to as "ePUAP," by **14 April 2020** at the latest.

The proposal submission procedure includes the following steps:

1) Downloading the proposal form at:

[https://ncn.gov.pl/sites/default/files/pliki/regulaminy/COVID-19\\_wzor\\_formularza\\_wniosku.docx](https://ncn.gov.pl/sites/default/files/pliki/regulaminy/COVID-19_wzor_formularza_wniosku.docx)

2) Completing the proposal form.

Full information to be provided in the proposal has been specified as a set of data required in the proposal form included in Annex 2 to NCN Council Resolution No 33/2020 of 28 March 2020 on the terms and regulations of awarding funding for the EXPRESS CALL TO FUND RESEARCH ON COVID-19.

3) Checking the proposal for completeness.

4) Signing the proposal with a qualified electronic signature in the PAdES format by an authorised representative of the applicant.

5) Submitting the proposal electronically to the National Science Centre, via ePUAP, by **14 April 2020** at the latest.

### **Checking the proposal for completeness**

Only complete proposals that comply with all eligibility criteria set forth in the call announcement shall be eligible as call entries.

The applicant is required to make sure that all required sections and boxes have been duly completed, that they have been written in the appropriate language, and that the proposal has been supported with all the required annexes.

### **Signing the proposal**

A complete proposal must be signed by an authorised representative of the applicant. The proposal must be signed with a qualified electronic signature in the PAdES format.

Should the proposal be signed by a person other than the head of the entity / authorised representative of the applicant, an authorization must be submitted to the NCN. The authorization to sign the proposal may be scanned and attached to the documents, or submitted separately to the address of the electronic delivery box of the National Science Centre (/ncn/SkrytkaESP).

### **Submitting the proposal**

Once it has been completed and signed by an authorised person(s), the proposal alongside annexes must be submitted electronically to the National Science Centre via ePUAP.

To send the proposal out directly from ePUAP:



- follow the link: <https://obywatel.gov.pl/wyslij-pismo-ogolne> and click on "**Wyślij pismo ogólne**" ["re: general"];
- log in to ePUAP;
- fill out the letter in accordance with the instructions listed below:

Box in the ePUAP form	Hints on filling the box
Wybierz urząd lub instytucję, do której składasz pismo [Choose the office or institution for submission of the letter]	Narodowe Centrum Nauki [National Science Centre]
Rodzaj pisma [type of letter]	Wniosek [proposal]
Tytuł pisma [title of letter]	Wniosek do konkursu COVID-19 [proposal under the COVID-19 call]
Treść pisma [contents]	Dowolna [unrestricted]
Załączniki [annexes]	To be attached: <ul style="list-style-type: none"><li>• signed proposal</li><li>• annexes constituting an integral part of the proposal, <b>including academic papers (up to 3 publications from among those listed in the principal investigator's academic and research track record)</b></li><li>• <i>authorization (if applicable)</i></li></ul>
Dane kontaktowe [contact information]	Fill out all boxes marked with *

- sign the general letter (optional: it is possible to send the general letter unsigned).  
The general letter may be lacking a signature by an authorized representative of the applicant.
- the letter must be sent by **14 April 2020 at the latest**.

Upon submitting the letter, to the ePUAP delivery box from which the proposal has been sent out, an Official Confirmation of Service (UPP.xml) will be sent, certifying the document's reception.

**PLEASE NOTE: Receiving the Official Confirmation of Service (UPP) certifies the proposal as effectively submitted.**

PLEASE NOTE: The applicant who owns a system for electronic documentation management integrated with ePUAP may submit the proposal to the NCN via that system.

Please do not send in a paper version of the proposal to the National Science Centre. A proposal submitted electronically shall be considered as effectively submitted.